



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	ALL PERSONS INTERESTED
2	Job Classification	PUBLIC HEALTH NURSE III
3	Posting Number	PN# 108951
4	Department	Health & Human Services Department
5	Division	Communicable Disease
6	Section	Tuberculosis Control Bureau
7	Reporting Location	6260 Westpark
8	Workdays & Hours	M – F, 8 a.m. – 5 p.m.*
		*Subject to change

ALL HEALTH DEPARTMENT EMPLOYEES ARE CONSIDERED TO BE ESSENTIAL PERSONNEL. DURING EMERGENCIES, EMPLOYEES ARE REQUIRED TO REPORT TO THEIR SUPERVISOR FOR DUTY ASSIGNMENTS AND SCHEDULING.

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**
Under general supervision provides direct nursing care and health nursing services in a health center, mobile unit, hospital or patient's home. Coordinates nursing activities and assists with planning and administration.

CORE FUNCTIONS

- Provides case management clinic and field services for Hansen's Disease patients, including assessment and documentation. Performs medical screening and laboratory procedures. Notifies physician of abnormal laboratory results. Provides patient education and counseling. Maintains current log of medication.
- Reports all newly diagnosed Hansen's Disease patients to Texas Department of State Health Services within 24 hours of report with approved Hansen's Disease 400 form. Completes annual, quarterly, and monthly reports by the due date. Coordinates transportation of patients to Hansen's Disease Clinic and to National Hansen's Disease facility.
- Maintains medication inventory and Hansen's Disease supply inventory. Tracks receipt of medication and supplies orders, notifying supervisor of problems encountered.
- Provides monthly quality assurance records reviews with appropriate documentation.
- Provides case management and clinic and field services to TB patients as needed. Interviews, issues medication, completes TB forms and reports. Educates, counsels and monitors, TB patients as assigned. Reports and documents abnormal laboratory and clinical findings to primary care provider.

10 **WORKING CONDITIONS**
The position routinely requires lifting of moderately heavy items, such as typewriters or records boxes (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**
Requires graduation from an accredited school of nursing. A Bachelor of Science degree in nursing is preferred.

12 **MINIMUM EXPERIENCE REQUIREMENTS**

- Three (3) years of experience as a practicing registered nurse are required.
- A Master of Science in Nursing, a license to practice as a registered nurse in the State of Texas, and one year of nursing experience may be substituted for the experience requirement.

13 **MINIMUM LICENSE REQUIREMENTS**

- Must be licensed to practice as a registered nurse in the State of Texas.
- Must have a Valid Texas Driver's license in compliance with the City of Houston's policy on driving (AP 2-2).

14 **PREFERENCES** None

15 **SELECTION/SKILLS TESTS REQUIRED** None

16 **SAFETY IMPACT POSITION** ☒ Yes ☐ No
If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION** **GRANT FUND POSITIONS**
Grant positions are dependent upon continued available funds. If funding is no longer available, employee may be laid off or transferred. Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:
Salary Range - Pay Grade 21
\$1,580 - \$2,257 Biweekly \$41,091 - \$58,682 Annually

18 **OPENING DATE** February 15, 2006

19 **CLOSING DATE** Open Until Filled

20 **APPLICATION PROCEDURES**
Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 794-9142. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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